



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date: 2/28/2017	Interviewer: Sue Guenter-Schlesinger (SGS)	RFA #17 – 18
Name of Person(s) Requesting Assistance: [REDACTED]		
Contact Numbers (telephone, e-mail, etc.): [REDACTED] or cell [REDACTED]		
Status of Person(s) Interviewed (title, position, student status, etc.): Faculty in [REDACTED]		
Requested Assistance Pertaining To (name, position, policy, project, etc.): [REDACTED], WWU student [REDACTED] or cell [REDACTED]		
[REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male  Female  Administrator  Faculty  Staff  Student   
Concern Regarding: Male  Female  Administrator  Faculty  Staff  Student

Category: (Please check at least one)

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input type="checkbox"/> Disability	<input type="checkbox"/> Veteran Status
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input type="checkbox"/> Sex/Gender	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Employment	<input type="checkbox"/> Genetic Information
<input type="checkbox"/> Gender Identity or Expression				

Time Line		
Date	Item	Comments
2/28/17	SGS t/c with [REDACTED] [REDACTED]	
2/28/17	[REDACTED] email to SGS	Sending SGS summary that [REDACTED] also sent to Michael Sledge. See email in file.
3/7/17	[REDACTED] email to SGS	Asking if SGS has an update on [REDACTED].
3/21/17	Hailey Chittick email to [REDACTED]	Hailey emailed [REDACTED] to setup a phone call for Sue with [REDACTED] for the week of March 27 <sup>th</sup> when Sue is back in the office.
3/30/2017	SGS t/c with [REDACTED] [REDACTED]	See notes in file.
4/5/17	MC calls [REDACTED] and schedules a meeting for 4-12-17	
4-12-17	[REDACTED] doesn't attend meeting	

4-14-17	MC emails [REDACTED]	MC tells [REDACTED] that he would like to schedule another time to meet with her since she missed the last meeting. She doesn't respond.
4-18-17	MC calls [REDACTED] but doesn't leave a voicemail	
4-24-17	MC calls [REDACTED] and leaves a voicemail, asking to schedule another meeting	